



The Path to Excellence.

Official Handbook

A Growing Tradition of Excellence

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Introduction

The purpose of this handbook is two-fold: to explain to new members just what Paseo Aquatics is and to outline various policies that affect all swimmers and families, year after year. All families should read it so that they may become familiar with important facts and rules of the club.

Why the Sport of Swimming?

The USA Swimming Age Group Swimming program is America's largest program of guided fitness activity for children. Age Group swimming builds a strong foundation for a lifetime of good health by teaching healthy fitness habits.

Physical Development

Many physicians and pediatricians consider swimming the ideal activity for developing muscular and skeletal growth. Why do doctors like it so much?

- Swimming develops high quality aerobic endurance, the most important key to physical fitness. In other sports an hour of practice may yield as little as 10 minutes of meaningful exercise. Age Group swim teams use every precious minute of practice time developing fitness and teaching skills.
- Swimming does a better job in proportional muscular development by using all the body's major muscle groups. No other sport does this as well.
- Swimming enhances children's natural flexibility (at a time when they ordinarily begin to lose it) by exercising all of their major joints through a full range of motion.

- Swimming helps develop superior coordination because it requires combinations of complex movements of all parts of the body, enhancing harmonious muscle function, grace, and fluidity of movement.
- Swimming is the most injury-free of all children's sports.
- Swimming is a sport that will bring kids fitness and enjoyment for life. Participants in Master's Swimming programs are still training and racing well into their 80's.

Intellectual Competence

In addition to physical development, children can develop greater intellectual competence by participating in a guided program of physical activity. Learning and using swimming skills engages the thinking processes. As they learn new techniques, children must develop and plan movement sequences.

They improve by exploring new ideas. They learn that greater progress results from using their creative talents. Self-expression can be just as much physical as intellectual. Finally, their accomplishments in learning and using new skills contribute to a stronger self-image.

Defining Paseo Aquatics

Paseo Aquatics (LLC) & Paseo Aquatics Sports (501 c3) is governed by the United States Swimming, Inc. and Southern California Swimming (SCS) organizations. We operate under the Local Swimming Committee (LSC) based in San Pedro and compete in the Coastal Division. Paseo Aquatics began in January 2012 and provides year-round programs for athletes. Paseo Aquatics is centered in Valencia, CA but provides programs for the greater Santa Clarita Valley and beyond.

Paseo Mission

Paseo Aquatics will embrace the highest levels of social acceptance while eliminating injustice and discrimination at every turn. Our objective is to cultivate a safe, healthy, supportive and education/training-centered program conducive to sustained swimming excellence and performance while promoting the sport of swimming and fostering a way of life.

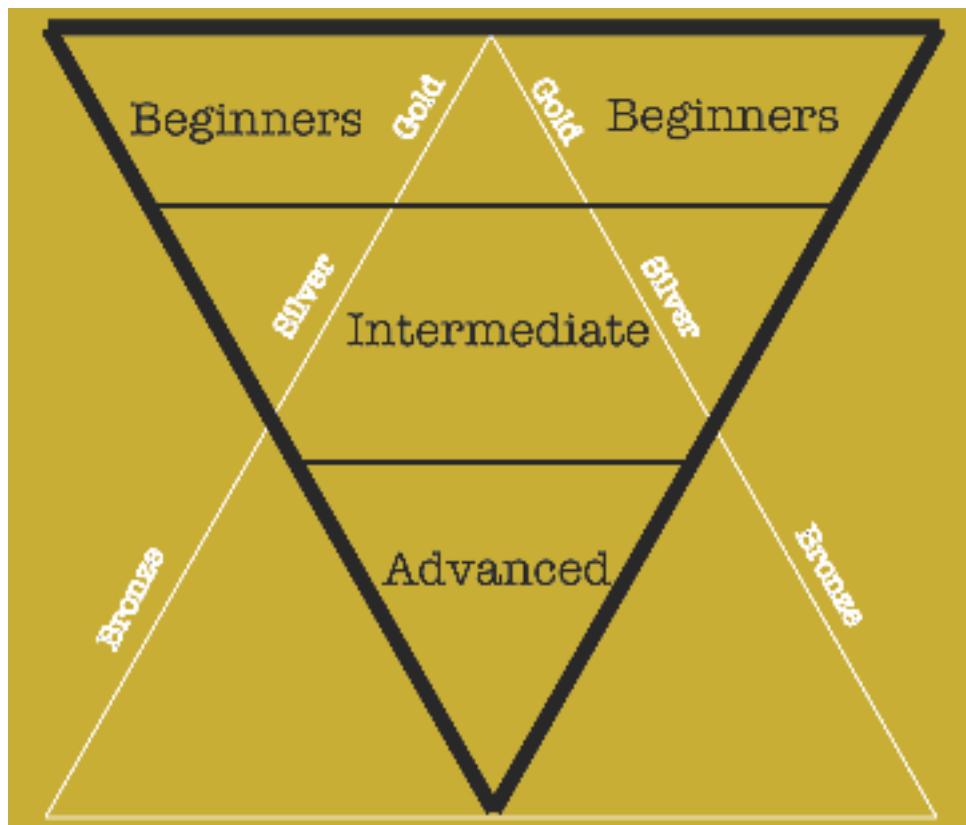
Our coaches will impart the most relevant aspects of swim knowledge and life experiences to create a level of sustained excellence, resulting in performance-success for every Paseo Aquatics athlete both as members of the team and members of our community.

Paseo Vision

Paseo Aquatics is a place where water and dreams meet through encouragement and support. We call upon each other to form an everlasting bond grounded in teamwork to build a foundation of belief, courage, strength and resolution to fight for our reason "why" with discipline and determination.

Paseo Philosophy

"Building from the bottom up and inspiring from the top down."



The fact is the future of Paseo Aquatics starts at the beginner level. We have put this action plan together to help outline our ever-growing commitment to excellence. The chart

represents our vision of the Swimmer Enrichment Program through the integration of mentors.

Paseo Values

Paseo Aquatics -“The Path to Excellence”- is not just a catchy phrase. Rather, it is meant as a constant reminder of our values for swimmers, coaches, administration, and parents.

The Path to Excellence is multidimensional as it relates to the structure of Paseo Aquatics.

- There is a progression (path) to the developmental process and we make sure to build the foundations of success appropriately with detailed instruction.
- It means providing performance opportunities within each group to gain experience to be able to cope with the pressures from small intra-squad meets to International level competitions.
- It directly relates to the advancements through the Pyramids of the team structure. Athlete performance is not the only indicator of an upward progression. Focus is put on the emotional IQ and whether the athlete is ready to meet the challenge of the higher level.
- The measure between varying group coaches to assure the Linear Reinforcement System (LRS).
- The continued education of parents as their child evolves through the program.

Paseo Team Structure Values

Paseo Aquatics has established a Linear Reinforcement System (LRS) as a measure between coaches.

- Technique and drill sequences mirror one another from Junior to Senior Level.
- Terminology remains the same through the Black and Gold Pyramids. In the White Pyramid coaches focus on buzzwords and tips.
- The growth of swim practice intelligence and the clear understandings of practice knowledge (equipment, pace clock, breath control).
- Kicking development is a constant factor through all pyramids.

- Basic and finite development of all strokes including the tremendous value of USA-Swimming classification of the 5th Stroke (underwater dolphin kick).
- A constant communication between Senior Level Coaches and Age Group Coaches.
- A coach/swimmer partnership at all levels. This partnership is formed through trust, honesty and dedication to each other.
- A constant reminder that swimming is not based on moments of success but rather the journey of long-term gains.
- The growth of the Emotional Intelligence (EQ) of the athlete through mental focus exercises.
- The importance of rest and nutrition to maintain a healthy athlete for practices and competition.

Paseo Aquatics Team

Coaches

All Paseo Aquatics coaches must meet high criteria set forth by USA Swimming. Each coach holds current certification in Athlete Protection Training, Concussion Protocol Training, Foundation of Coaching, Coach Advantage Tutorial, Safety Training for Swim Coaches, and CPR. Paseo Aquatics coaches have also passed 2 background checks. All coaches must understand and abide by the Minor Athlete Abuse Prevention Policy (MAAPP2.0) set forth by US Center for Safe Sport and USA Swimming. All of the above requirements must be kept up to date for a swim coach to remain in good standing with USA Swimming and Paseo Aquatics.

Paseo Aquatics Coaches' Focus is on building better swimmers and great members of our community. In addition, coaches mentor swimmers in life skills and positive values.

Coaches shall build relationships with team families, to achieve mutually set goals for each swimmer.

Coaches also help the team to build relationships with other aquatic organizations.

Coaches shall at all times promote USA Swimming Safe Sport Act and the MAAPP2.0 released in May 2021 and complaint by Sept 1 2021

Coaches at all times are to present themselves with dignity, avoid conflict, and behave in manners that represent themselves as a professional in the highest of standards. Any coach who represents Paseo Aquatics outside of the Coaches Code of Conduct will be written up or dismissed. It is our fullest intent at Paseo Aquatics to surround your kids with the upmost professionals.

Parent/Guardian Role

As the parent/guardian of a competitive swimmer, your main responsibility is to provide a caring, supporting environment. This support will encourage your child to feel good about his or her interest in competitive swimming. Show your support by ensuring your swimmer's attendance at practices and swim meets.

Parents/guardians are not participants on their child's team but contribute to the success experienced by the swimmer and his or her team. Parents/guardians serve as role models, and children frequently emulate their attitudes. Strive to be a positive role model. Most important, show good sportsmanship at all times toward coaches, officials and other teams.

Mandatory rules for parents:

1. Parents/guardians are responsible for their athlete up to the point he or she enters the pool and is under the coach's supervision.
2. Coaches are not babysitters and are therefore not responsible for the actions of the athletes during the time parents/guardians are to be in a supervisory role.
3. This mandate can, and will, come with disciplinary actions and fines of up to \$50.00 if violations occur or are repeated.

Parent Volunteer Staff

Any parent volunteer that has any authoritative position over athletes must abide by the MAAPP 2.0 rules and consent form and as well complete USA Swimming background check and the Athlete Protection Training Course (APT) online.

Parent Code of Conduct

As a Parent of the Paseo Aquatics Program, I will abide by the following code of conduct:

1. Practice teamwork with all parents, swimmers and coaches by supporting the values of discipline, loyalty, commitment and hard work.
2. As a parent, I will not coach or instruct my athlete or any other swimmer at a

practice or meet (from the stands or any other area) or interfere with coaches on the pool deck. Any communication with the coaching staff will occur either prior to the start of a coach's shift or after the conclusion of his/her coaching day.

3. Demonstrate good sportsmanship by conducting myself in a manner that earns the respect of my child, other swimmers, parents, officials, the coaches at meets and practices.
4. Maintain self-control at all times and know my role as defined by S.C.O.P.E.:
 - Swimmers – swim
 - Coaches – coach
 - Officials – officiate
 - Parents – parent
 - Everyone – enjoys
5. Enjoy involvement with the Paseo Aquatics Team by supporting the swimmers, coaches and other parents with positive communications and actions.
6. During competitions, questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.
7. As a parent, I understand that criticizing, name-calling, use of abusive language or gestures directed toward the coaches, officials, and/or any participating swimmer will not be permitted or tolerated.
8. Locker rooms are always strictly gender appropriate. A child 6 years or younger may stay accompanied by a parent in the opposite gender locker room.

I understand and agree to the above terms and condition of Paseo Aquatics in exchange for the privilege of my child(ren), registered with this agreement, to participate in the activities and swimming program of the Paseo Aquatics.

Should I conduct myself in such a way that brings discredit or discord to Paseo Aquatics, or USA Swimming, I voluntarily subject myself to disciplinary action. Paseo Aquatics maintains the right to terminate any membership with/without cause in the interest of our vision, mission, and objectives. It is also recognized that the Parent Code of Conduct on the website may slightly differ but by signing you are also recognizing the above.

Release of Liability & Indemnification

The Release of Liability and Indemnification can be found on the team website and registration site and must be signed by all families joining Paseo Aquatics. It reads;

I, the undersigned participant and parent, request voluntary participation for minor to participate in all events, which are hereinafter referred to as the “activities.” sponsored by Paseo Aquatics LLC, Paseo Aquatics sports 501C3, USA Swimming and its Local Swimming Committees. (LSC) This agreement is valid while the participant is a member of USA Swimming.

I consent to my/minor’s participation in the activities and acknowledge that the minor and I fully understand my/minor’s participation may involve risk of serious injury or death, including losses which may result not only from my/minor’s own actions, inactions or negligence, but also from the actions, inactions, or negligence of others, the condition of the facilities, equipment, or areas where the event or activity is being conducted, and/or the rules of play of this type of event or activity. I understand that if I have any risk concerns, I should discuss the risks associated with my participation with the activity coordinators and event staff, before I sign this document and before any activities begins.

I acknowledge and agree that we are currently facing a global pandemic related to the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), which is responsible for Coronavirus Disease (COVID-19) and that as a result of the same, I am assuming the risk of infection to my child and myself from exposure to other parties as a result of participation in the Sanctioned Activities. I understand that Paseo Aquatics LLC, Paseo Aquatics Sports 501C3, is making every attempt to reduce or eliminate the risk of exposure but that there is simply no way to guarantee that there will be no possibility of exposure.

Release – Minor’s Rights: In consideration of allowing Minor Participant to participate in the activities, I hereby release and hold harmless Paseo Aquatics LLC, Paseo Aquatics Sports 501C3 USA Swimming and its Local Swimming Committee and their members of its board of directors, officers, employees, volunteers, other participants, and agents (collectively, the “Released Parties”), of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that Minor Participant may have or sustain with respect to any and all damage and/or injury, of any type, arising out of his or her participating in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect.

Release – Parents’/Guardians’ Rights: In consideration of allowing Minor Participant to participate in this USA Swimming event, I hereby release and hold harmless the Released Parties, of and from, and do discharge and waive, any and all claims, demands, losses, damages, and liabilities that I may have or sustain with respect to any and all damage and/or injury, of any type, arising from Minor Participant’s participation in the activities. I also agree that if any portion of this agreement is held to be invalid the balance, notwithstanding, shall continue in full force and effect. (Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)

I certify that my/minor is in good health and have no physical condition that would prevent participation in this activity. Furthermore, I agree to use my/minor’s personal medical insurance as a primary medical coverage payment if accident or injury occurs. I consent to emergency medical treatment in the event such care is required.(Print name of Parent/Guardian) (Signature of Parent/Guardian) (Date)

Indemnification by Parent/Guardian: The undersigned parent/guardian further agrees to indemnify, save and hold harmless the Released Parties from any and all claims, demands, losses, damages and liabilities for indemnities, contribution or otherwise with respect to any damage and/or injury, of any type, arising from Minor Participant's participation in the activities. The undersigned also agrees that this Release and Waiver of Liability, Assumption of Risk and Indemnity Agreement extends to all acts of negligence by the Releasee and is intended to be as broad and inclusive as is permitted by the laws of the State in which the Event(s) is/are conducted and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Team Structure

Pyramids/Groups

Paseo Aquatics' practice group guidelines have been developed by the coaching team to maximize the growth and development of swim techniques for its athletes of all levels. Swimmers of similar age and abilities will be grouped together to reach the goals set for each Pyramid.

The assignment of swimmers to a Pyramid/Group shall be at the evaluation and decision of the coaching staff. Upon fulfillment of the group's goals, swimmers may be promoted within the pyramid or from one pyramid to another pyramid (see Move Up Policy). Jumps from one pyramid to another will happen only at specific times during the two swim seasons (SCY and LCM). In rare instances, an assignment may be modified instantly during the swim year if the coaching staff believes a different group would be more appropriate for the athlete.

White Pyramid

This pyramid represents the entry point athlete. This group meets 3-5 times per week. Here the child will progress through the educational process of learning the fundamental skills of swimming; building confidence, breaking down fears in a fun and safe environment. The athlete will learn to master the four strokes, learn the proper diving-start sequence, as well as practice behaviors of pace clock reading.

- Minimum meet participation is required, but not limited to Inner-Team, and 1 USA Sanctioned meet per month or as assigned to White Pyramid group.

Groups within the Pyramid:

- Discovery, Juniors, & Advanced

Hammerhead caps are a requirement for all practices and competitions. Caps will be delivered and billed automatically at a cost of 30.00.

Black Pyramid

This group should display proficiency in all four strokes and understand the ins-and outs of daily workouts. They all must understand reading a pace clock and have general leadership skills.

- This group meets 6 times per week (excluding advanced) and has an 80% requirement for practices.
- This group is required to attend all meets assigned to the Black Pyramid each season. This is 3-5 meets.

Groups within the Pyramid:

- Advanced – must be a minimum of 11.5 years of age.*
- Bronze – must be a minimum of 12 years of age.*

*A swimmer younger than the required age who demonstrates accelerated skills and motivation may be considered for advancement ONLY with the approval of the Head Coach. Groups are also ever evolving and its not uncommon for things to alter.

Gold Pyramid

This group displays all the necessary skills in the practice environment. They are expected to be accountable for their swimming career and display all the necessary leadership skills to build the champion within. The rigors of daily workouts will be both physically and mentally challenging. The athlete needs to show the signs of buying into the program and be willing to do whatever it takes.

- The Head Coach has total control over the Pyramid on any matters. MOVE UP policy will be enforced to the fullest.
- This group has a 90% practice requirement and must participate in all meets assigned to this Pyramid.

Groups within the Pyramid:

- Silver
- Senior I
- Senior II

*A swimmer younger than the required age who demonstrates accelerated skills and motivation may be considered for advancement ONLY with the approval of the Head Coach.

Move Up Policy

At Paseo Aquatics we instill a Pyramid-style of coaching, where all coaches work directly with the Head Coach in their procedures to run a workout from set design to common drills of technique progression. It is paramount that athletes progressing from one level to the next, or from coach to coach, receive consistent information. It is the common goal among coaches to create a safe and challenging environment that promotes improvements in the athlete's skills as they relate to competitive swimming.

Along with improved performance output comes the opportunity for advancement into another group that will open a new set of challenges to the athlete. The opportunity for advancement should be seen as a great success. Every swimmer wants something a little different out of their career. We have found that the opportunity for success and rewards through the varying group levels increases the athlete's desire to strive for even more.

How does this work? At Paseo Aquatics we employ a concept of three Pyramids: White, Black and Gold. These Pyramids represent the architecture and the foundation of Paseo Aquatics swim groups. The White Pyramid represents our entry point for swimmers. Coaches within this pyramid primarily focus on breaking barriers, building confidence, and developing skills. Minimum expectations of participation are required in this Pyramid. When reaching time standards that will qualify a White Pyramid swimmer for the Black Pyramid, the swimmer will first be asked to challenge themselves by meeting the training and practice habits necessary for the Black Pyramid. When the swimmer can show that they can handle the requirements for the MOVE UP, they will be invited to train with the new appropriate group in the Black Pyramid. The same progression would hold true for an athlete in the Black Pyramid, who shows signs of moving into the Gold Pyramid.

White Pyramid swimmers should work toward a mastery of all four competitive strokes, have a solid understanding of practice behaviors such as pace clock knowledge, should attend three practices each week and will be encouraged to compete once a month. Black Pyramid swimmers must understand the principles of training and attend 4-5 practices each week, while also attending all meets assigned to this group. By the time the swimmer reaches the Gold Pyramid, it is essential to have the highest level of practice knowledge, a clear understanding of the purpose of training, demonstrate leadership skills, and attend 90% of practices scheduled by the coaching staff. The Gold Pyramid is expected to attend all the competitions selected for this group. The Head Coach has a particular set of standards set forth for the Gold Pyramid group. These all must be mastered for their consideration into the Gold Pyramid.

Multiple group levels exist within each Pyramid and advancement within each Pyramid will be on the coach's evaluation of the swimmer based on all-around records (time standards, understanding, dedication and attendance). For advancements within each Pyramid, the

staff will monitor monthly to determine the progress of each swimmer and will implement the appropriate promotions at the beginning of the next month. Advancement between the Pyramids will be designated to specific times during the season only typically December, May and end of July.

If, at any point after a MOVE UP, a swimmer is not displaying the requirements to maintain that level, he or she will be warned and may be placed back to the originating group. This is done at the discretion of the coaches.

Flex Group

At Paseo Aquatics, we feel that in order for our athletes to reach the goals set forth, it requires constant attention, dedication, and focus with their coach during training sessions. The concept of the Flex Group is designed to protect the integrity of the group standards and to eliminate the athlete “getting comfortable” so as not to produce the daily outcome needed. It also insures that parent’s dues will produce accountable and sustainable results.

How does Flex Group work? At the beginning of the season, all athletes are assigned to a group that represents their current swimming level. As a parent, your financial obligations are the dues assigned to the group your athlete is entered in. The Flex Group is in place to help keep all athletes accountable at the level of commitment within their assigned group.

During the course of the season if an athlete begins to display the following attributes:

1. Being too comfortable in group;
2. Becoming a constant disturbance to others in practice;
3. Displaying a negative outlook;
4. Continually disturbing the coach’s focus and attention to the group;
5. Lacking the training output that is deemed necessary;
6. Constantly arriving late to practice;
7. Missing practice;
8. Stalling or not in the water warming up on time;

They can be “flexed” to the group below them. This flex will take place the very next day at practice and will last for one (1) day. If an athlete is flexed it is their responsibility to know and do the following:

1. Inform their parents that they have been flexed.
2. Find out when and where the group they have been flexed to trains.
3. Be at the flexed group practice the next day.
4. After completion of flexed practice, talk to their coach before re-entering their regular group.

If an Athlete is flexed five (5) times during the course of one (1) season they will be asked to finish the season with the flex group and the parents will still be accountable for the dues associated with their original assigned group.

Parents, this in no way is a penalty to you, rather, it is a way for Paseo Aquatics to ensure your dues are going directly towards producing desirable results for your athletes.

Athlete's Role

It is the role of the swimmer to adhere to their assigned coaches' schedules; to be at practice on time and to be ready to be in the water right at the start of the group's scheduled practice hours. All athletes should have with the required training supplies with them at all times at practices, in addition to providing hydration during practice hours. In additions, it is the athlete's role to respect the facility and the employees of the aquatic facilities in which they are assigned to train. The coach has the right to disciplinary action if any of the above is not adhered to.

Athlete's 18 years old or older Role

Any swimmers 18 years of age or older must consent to the MAAPP and complete the APT test on USA Swimming.

Athlete's Code of Conduct

As a swimmer and member of the Paseo Aquatics Swim Team, athletes are asked to abide by the following code of conduct:

1. Conduct themselves with dignity and respect for others and for the property of others.
2. Be on time for practice, training sessions, and meets.
3. Comply with all team rules.
4. As a matter of team pride and courtesy to meet hosts, pool facility staffs, and janitorial staff members, leave the Paseo Aquatics team area in a neat and clean condition at the conclusion of each practice session. This applies to pool locker/rest rooms, bleacher areas, pool decks, etc.
5. Practice and teach good sportsmanship.
6. Promote positive team spirit and morale.
7. Offer congratulations and encouragement to their opponents.
8. Support teammates at practice and at competition. Working together as a unit will

benefit each team member and is an important part of Paseo Aquatics spirit.

9. Follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any swimmer be tolerated.
10. Respect the rights and space requirements of other groups using the facilities.
11. Follow the Code of Conduct at home, at away events and at any event where Paseo Aquatics is represented.

Prohibited Behavior

I understand that at no time will the following be accepted:

1. Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco).
2. Destructive behavior.
3. Inappropriate or unruly behavior, including fighting or striking another athlete.
4. Inappropriate language (swearing or derogatory comments) or lying.
5. Stealing and vandalism.
6. Bullying or isolating another swimmer.
7. Interfering with the progress of another swimmer during practice or at any other time.

Consequences for Violation of the Code of Conduct

This code shall be in force for all Paseo Aquatics swimmers during practice, during swim meets, and at events sponsored by, or in which, Paseo Aquatics Swim Team is represented. Disciplinary actions can range from, but are not limited to: reprimands, repetitions of a drill, push-ups, etc., being sent home from practice or meets at the parents' expense, expulsion from the team, being barred from competition, or receiving any other disciplinary action that Paseo Aquatics deems necessary if a member fails to adhere to the Code in part, or in whole.

Suspension for Code of Conduct

Coaches may suspend a swimmer from practice for disciplinary reason for a maximum of three (3) days.

Suspension for Safe Sport Act

The Organization holds the right to hand down any disciplinary action that they feel is necessary for violating a Safe Sport Policy/ MAAPP

Expulsion

Paseo Aquatics reserves the right to terminate the membership of any individual whose behavior places the Paseo Aquatics program in an unfavorable light or jeopardizes our participation in any pool use or sporting event. All swimmers are expected to demonstrate good sportsmanship and act as appropriate ambassadors for the club. They should act as role models for other swimmers at all times. Coaches may expel a swimmer from the club if in his/her judgment the swimmer is unable to conform to the disciplinary guidelines established for swim practice and club participation.

It is known that the Athlete Code of Conduct on the website is a bit more extensive but by signing that Athlete Code of Conduct it is all inclusive to the above code of conduct.

Equipment

Basic equipment needs:

1. Practice Suit (must be specifically designed for competition and training)
2. Goggles
3. Cap – official Paseo Aquatics cap required at all swim meets
4. Fins
5. Paddles (hand & finger)
6. Pull Buoy
7. Snorkel

Check with your coach—***not all items are required for all groups.*** Additional equipment may be required based on Pyramid/Group level.

Practice equipment can be purchased online or at the vendor of your choice.

Team Attire

Paseo Aquatics team suit or other pre-approved suit is required for all swimmers at meets. Tech suits must be FINA approved. Tech suits are discouraged at regular age group meets; they should be worn only at championship meets or when a swimmer is trying to qualify for a championship meet. Equipment and/or team suits may be purchased at Swimworks

located at 22945 Soledad Canyon Rd, Santa Clarita, CA 91350. Call (661) 253-0063 for information about store hours.

Team caps can be purchased on deck at The Paseo Club pool. We also try to have team caps available at meets. Personalized team caps will be ordered at the beginning of each swim season (SCY and LCM).

Team apparel such as T-shirts, sweatshirts and other items, marked with the team name and/or logo are available for purchase only at certain times throughout the year. A limited supply of items is available in the Paseo Aquatics office. Team attire is strongly suggested to be worn at all meets. Parkas are a highly recommended item to keep swimmers comfortable after workouts, between events at meets, and during inclement weather.

Lost & Found

You are strongly encouraged to label all of your swimmer's equipment. Labeled equipment found at practice can easily be returned to the swimmer. Unlabeled equipment found around the pool deck will be placed in the facility's lost and found bin. It will be kept for 30 days and then if not claimed donated to a local charity. Swimmers should keep all personal belongings on the pool deck and not in the locker room during practice sessions. The locker rooms can be used by others groups. **Paseo Aquatics is not responsible for lost or stolen items.**

Payment Terms

Monthly Tuition

In consideration of the participation of each swimmer in the Paseo Aquatics swim program, the parent/guardian agrees to pay the tuition for the swimmer's practice level that is determined by the coaching staff. Monthly payment of tuition shall be due and payable on the first day of each month, for 11½ months: September through August. August will be billed as a half month due to the annual break (see Annual Break in the Handbook).

Tuition may be prepaid at any time. Swimmers are expected to pay for the entire month regardless of how many days they attend practice. If the swimmer is transferred to a different Pyramid/Group by the coaching staff, the fees for the new group level will be invoiced in the next billing cycle. If advanced payments have been made, the difference will be invoiced to the family's tuition account.

If the monthly tuition payment is not received in full by the 10th of the month, a late fee of

\$25 per month will be assessed to the family's tuition account. All payments are to be made online via credit card, or ACH, so accounts must be checked frequently to ensure card is current and payments will not be declined. Checks are not an acceptable form of payment but on rare occasions we may make an exception.

Air Quality Index: The SCS passed a rule stating the if the air quality reaches a point of UNHEALTHY on the Airnow.gov APP that all practices and competitions be cancelled. The cancellation of said events due to a natural cause is not a refundable event.

Inactivation/Reactivation of Account

Families are expected to pay dues for the entire month regardless of how many days they attend practice. However, if the swimmer/parent notifies Paseo Aquatics in writing at least five (5) days prior to the start of the month in which they plan to NOT swim, tuition shall be waived subject to a \$25 fee for processing the inactivation.

In order to reactivate the account the swimmer/parent notifies Paseo Aquatics in writing at least five (5) days before the start of the month in which the swimmer will return. This action will be subject to a \$25 fee for processing the reactivation.

Inactivity is not to be confused with temporary suspended activity.

Temporary Suspended Activity

In the event of severe injury or illness, parents can suspend the account for a period of four (4) weeks throughout the year. This suspended activity needs to be supported with a doctor's note. Family vacations are not a reasonable reason for suspension of activity. Suspension of activity will be determined on a case-by-case situation. The Family Commitment Fee (FCF) remains intact during the suspension of tuition.

Leaving the Program

Termination of participation with Paseo Aquatics must be done in writing and submitted to the Head Coach. Tuition and fees paid for the current month will not be returned or pro-rated for time attended. In rare instances unforeseen circumstances do arise. Please contact the Head Coach. A \$25 fee for CC processing and administration work will always remain in tact.

Registration

USA Swimming/Southern California Swimming Membership

All swimmers must be registered with Southern California Swimming (SCS), our local USA Swimming organization. **The annual registration fee is \$92 per swimmer.** Fees are billed with the first month of a new membership registration and every September for renewal of annual membership.

A discounted annual SCS membership fee per swimmer is available, if the parent/guardian submits a current Federal Subsidized Lunch letter from their child's school with initial registration and/or upon renewal. An original of the letter must be sent to SCS with the SCS form and fee.

If SCS registration paperwork forms, letters, payment, etc. are not completed within ten (10) days of registration or renewal, the swimmers will be suspended from practice with the team until the issue is resolved.

Birth Certificate

All new families must show proof of age to register with USA swimming. Please bring the swimmer's birth certificate at time of registration.

Team Registration

To be officially part of the team all Members must complete the following:

1. Release of Liability and indemnification
2. Photo Release
3. Medical Release
4. MAAPP Consent & Acknowledgement Form
5. Concussion Consent & Acknowledgement Form
6. Athlete Code of Conduct
7. Parent Code of Conduct

Involuntary Suspension

If the monthly tuition payment is not received in full by the last day of the month, a notice of delinquency will be e-mailed. If the parent/guardian fails to pay any delinquent tuition or FCF, including late fees, within 14 days from the date of such notice of delinquency, the swimmer shall be suspended from further participation in all Paseo Aquatics activities, including, but not limited to, practices and meets.

If the parent/guardian becomes delinquent in payment of tuition or FCF because of

financial hardship, he/she may apply to Paseo Aquatics for a waiver of late fees and suspension. A waiver may be granted if satisfactory arrangements are made for payment of the delinquent amounts. However, it is to be known that a family with an active balance with Paseo Aquatics will be band from joining anther USA Sanctioned club by the LSC until all balances are paid in full.

Annual Break

All Pyramids/Groups receive a two-week break at the end of the summer competition season. This is typically at the beginning of August. Tuition for the month August is billed as a half month to account for the break.

Trial Memberships

Trial Memberships are available to new members only. The purpose of trial membership is to give families an opportunity to try the sport of competitive swimming prior to making a substantial financial commitment. Trial memberships last for two consecutive swim weeks and cost \$25. The athlete musty first however pay the 92.00 USA Swimming registration fee and sign all waivers

Paseo Aquatics Scholarships

Paseo Aquatics offers a limited amount of scholarship annually. The number of scholarships available each year is based on the Paseo Aquatics annual budget. The swim scholarships allow families to participate on the Paseo Aquatics swim team at a discounted rate. Families on Paseo Aquatics scholarships must meet the fundraising requirement and volunteer requirement through **active** participation. **Scholarship participants are not permitted to 'buy out' of volunteer or fundraising requirements.**

Further assistance can be had by meeting with the Head Coach.

Communication

Paseo Aquatic's *primary methods of communication* are email and the team website, www.paseoaquatics.org.

Website

The website includes calendars, news and events and job sign-up tabs. The site is updated regularly. Please check for new and updated information.

Paseo Aquatics encourages open communication. Please feel free to email coaches or Club members, or telephone us at (661) 388-5301.

Email

Emails will be sent to inform parents/guardians and swimmers of upcoming events, such as swim meets, team social events, fundraising opportunities, volunteer events, etc. **Be sure to keep your email address current on the website. If you need help updating it send an email to info@paseoaquatics.org.**

You may visit our website to send an email to the coaches or managing partners. You may also email info@paseoaquatics.org with any questions, concerns, or notifications.

Coaches may communicate with the top tier athletes via email and text as long as it is compliant with the MAAPP2.0 policies. We like to use the platform " telegram" as our primary source of communication.

Concerns

As in any organization involving significant numbers of families, Paseo Aquatics cannot always be all things to all people. Although conflicts in our club are few, they occasionally arise, and we have a protocol for dealing with them.

If you have a concern about administration of the club, coaching, finances, other swimmers' behavior, other parents'/guardians' behavior, or other related matters, please contact us on deck or via email at safesport@paseoaquatics.org or Admin@paseoaquatics.org . Your concern will be brought to our attention and will be handled in a timely manner.

If you suspect wrongdoings please go to team website under MAAPP- Safe Sport and follow the Grievance Procedures.

Swim Meets

By its very name, the purpose of competitive swimming is to compete and that means attending swim meets! Individuals seeking membership in the Paseo Aquatics Program should understand that we are a competitive team, not a recreational team. Swimmers should be willing to accept the responsibility of membership and participate in meets.

For many new swimmers, taking the first step and going to their first competitive meet is a big undertaking. Our coaches understand this and are happy to share information about each meet and what meets may be good for beginners.

Warm Ups

Swimmers are expected to be on time. At swim meets, teams are assigned lanes and a specific warm up slot. We do a structured warm up and it is very disruptive to have athletes jump in the warm up once it has begun. If a swimmer misses the first 5 minutes of warm ups, he or she may not be allowed to warm up with the group already in the water and may have to warm up at a later time. This is at the discretion of the warm up coach.

Short & Long Course Seasons:

USA Swimming recognizes two seasons within each calendar year. The season beginning around Labor Day and ending in mid-February is referred to as the short course season. During the short course season meets are recognized as “yard” events (SCY). There is also a long course swim season that begins in March and ends in early August. Meets during long course season are recognized as “meter” events (LCM).

Schedule of Swim Meets

Meets are posted on our web site under the events tab. There you will be able to identify which Pyramid/Groups are expected to attend each of the upcoming meets.

Swim Meet Procedures

As a competitive swim team, we encourage all of our swimmers to attend swim meets and compete in events recommended by their coaches. Swim meets provide an opportunity for the swimmers to measure the progress of their training and practice. They are also a social time, which enables the swimmers to build friendships with fellow teammates.

All swimmers must compete in all of the Paseo Aquatics home meets they qualify for, unless excused by the coach.

Swimmer Events

Your swimmer's coach will select the events that they will participate in. The coaching plan, swimmer ability, coach-swimmer goals, and other factors will be considered as the events are being selected. Swimmers and parents/guardians are able to request events during the sign up process, **but the coaches will make the final decision.**

Newer swimmers will initially be placed in events that they will succeed in. As their skills build, they will be placed in more challenging events as determined by their coach.

Scratches

All scratches are the soul decision of the coach. Parents/swimmers do not make the call to scratch and event. We understand that at times there are extending circumstances that might require a group decision.

In the event that a parent/swimmer chooses to scratch an event or second day of a meet without approval of the coach, the following repercussion will apply:

Scratch of Event

1. The individual will be scratched from the rest of the meet.
2. The individual may attend workouts but will not be permitted to participate for three (3) days.
3. There will be a fine of \$25.00 per event missed.
4. The swimmer will be ineligible to enter the event(s) that were scratched or missed at the next meet that is assigned to the specific swim group.

Missing Second Day of Meet

If it is determined that the parent/swimmer just entirely blew of the second day of a swim meet the repercussions will be as follows:

1. The individual may attend workouts but will not be permitted to participate for three (3) days.
2. The swimmer will be ineligible to compete in the next meet assigned to the Pyramid/Group.
3. A fine of \$50.00 per event will be assessed to swimmer's account.

Meet Fees

Meet fees for swim meets are the responsibility of the parent. Most meets cost about \$45-\$65 dollars to enter. The Meet Administrator will invoice the swimmer's account and payments may be made along with the following month's dues. Delinquent meet fees will result in a suspension in meet privileges until the swimmer's account becomes current.

Upon passage of the meet sign up deadline, Paseo Aquatics submits all entries and meet fees to SCS. Meet fees are non-refundable to Paseo Aquatics once they have been submitted to SCS. If a swimmer is unable to attend the meet (for any reason) after the submission of the entries and payment, the swimmer will still be responsible for payment of the meet fees. If Paseo Aquatic coaches or staff makes an error in a swimmer's entries, the team will be responsible for the subsequent erroneous fees.

Signing Up for a Swim Meet

Not all squads attend the same meets throughout the season, so please check with your coach to determine if a swim meet is appropriate for your swimmer's level before you commit.

Please pay particular attention to the deadline and commit your swimmer through your www.paseoaquatics.org account as early as possible! Coaches are not allowed to commit your swimmers into the meet with the exception of USA Swimming OME platform meet entries.

Email from Team

Each family will receive an email from Paseo Aquatics approximately three (3) weeks before each swim meet. You will also receive an email 7 days before the deadline to sign up. Coaches on deck also speak to the athletes about signing up. The e-mail will contain a link to the Paseo Aquatics website.

Click on the link to go to the EVENT SIGN UP page of the Paseo Aquatics website.

Home Page Access

If signing up through the home page of the Paseo Aquatics website, find the swim meet you would like to enter under EVENTS. Click on the rectangular box beneath the heading "Attend this event." "Attend this event" will also take you to the EVENT SIGN UP page of the Paseo Aquatics website.

Commit to this Event

The EVENT SIGN UP page will bring up a chart with the swimmer(s)' name(s) from your family. Click on the swimmer's name in the left column. A commit to the event heading will appear for that swimmer. When accessing the pull down bar, there will be a choice of "yes, please sign (name) up for this event" or "no, thanks (name) will not attend this event." Please mark NO if you do not plan on attending, so that the coach knows that you have considered your attendance at the meet. If you mark YES, you will have a choice of session

to attend. If the meet is held on Saturday and Sunday, you may select one or both days to attend. Make sure to select the rectangular box on the bottom right corner that states “save changes” or your request will not be processed. The screen will change to show the athlete’s name, a box with a check mark, and “committed.” You must repeat this process for each of the swimmers in your family.

Notes to the Coach

On the EVENT SIGN UP page, there is a rectangular box for notes. Although the coaches will select the events that your swimmer will participate in, you may place a request or suggestion to the coach in the notes section. Please note that your swimmer may not be able to participate in various events due to a minimum or maximum time requirement. The coach will ultimately determine if the event is appropriate for the swimmer.

Confirming your Events

Paseo Aquatics recommends that you return to the EVENT SIGN UP page to see which events your coach has selected for your swimmer. Do this as soon as possible after the meet closing date, which can be found on the meet form. If you find an error, please contact your coach immediately.

Relays

Relay selection is at the coach’s discretion and is not up for debate. The relay order assignments cannot be altered or the relay team will be disqualified. **Being asked to swim on a relay is an honor and should not be taken lightly.** All swimmers assigned to a relay should show up for warm ups on time. Not showing up for a relay lets down the team and your teammates and will be dealt with seriously. Relays are an amazing experience of team unity and offer the opportunities to qualify for National and International Level meets. It’s a privilege and an honor to represent your team and your country at National and International level meets.

If a swimmer does not uphold their responsibility to their team and relay teammates they may be permanently removed from their position on that relay. This is solely a Head Coaches decision.

If you are assigned to a relay at the meet, you are expected to participate in that relay. It is the athlete’s responsibility to check with coaching staff to see if they have a relay assignment. If a swimmer does not show for a relay they have been assigned, it leaves their teammates without the opportunity to compete and the following consequences will be imposed:

- First offense – the athlete/family will be fined \$100.00
- Second offense – the athlete/family will be fined \$200.00
- Third offense – the athlete will be fined \$200.00, will not be assigned to subsequent relays, and is suspend from practice for 2 weeks.

Missing relays is something that is not tolerated. Then step fines exemplifies our position on this. Fines will be imposed. Athletes must check with their coaches to find out if they are on a relay before leaving the site of a meet.

Important Swim Meet Information

Meet Sheet/ Meet Form/ Meet File

Each swim meet will have a meet sheet that is posted on the website. This meet sheet will provide information about the meet such as location, date, time, directions, events, cost of events, time standards (if applicable), etc. Please consult this meet sheet prior to signing up.

The meet sheet will be attached as a pdf document. To view the meet sheet, go to the website and find the swim meet you are interested in under the Events section and Swim Meet tab. Click on the meet you are interested in. This will open a page with brief information about the meet. You can then click on the Meet Info link to bring up the pdf meet sheet document.

Timeline for the Swim Meet

Some swim meet hosts provide a timeline for the swim meet. The timeline will show the estimated time for each event, which will allow you to better plan your weekend. If available, the timeline will be found as described above. Do not use this timeline to determine your arrival time at the meet. Your swimmer's coach will tell them when to arrive for check-in and warm-up.

Timing Assignments

Paseo Aquatics will be asked to provide timers for all swim meets. Timing assignments are based on the number of chairs required, the length of the swim meet, and the number of swimmers each team has entered into the meet. In most cases you will receive an email a few days prior to the meet requesting that you sign up for a timing slot. Families are asked to sign up for one timing slot per day of the meet they are attending. Timers must be at least 16 years of age.

If you are not able to time on the day of the meet due to unforeseen circumstances, it is your responsibility to find someone to time in your place. Failing to show up required for timing shifts may result in the following penalties:

First offense: written warning

Second offense: \$50 fine
Third offense: \$75 fine

Volunteering

Home Meet Volunteering

Paseo Aquatics relies on parent volunteers to help support its athletes. As a home team, it is the job of the club to run all aspects of the swim meets beyond timing (set up, tear down, food and spirit wear sales, awards, deck and warm up/cool down lane management, head timer, runners, hospitality, announcing, etc.). Job assignment and length of shifts will depend on the size of the meet and the number of volunteers available. Paseo Aquatics will run a minimum of one home meet per year. A job sign-up invitation will be sent in an email. All families are expected to participate to the best of their ability.

Away Meet Volunteering

In addition to timing requirements, Paseo Aquatics requests that parents/guardians assist in setting up the team canopies at swim meets. Keeping the team together under the team canopies helps provide a more organized and enjoyable meet experience for all swim meet participants. It also is important in providing cohesiveness and comfort for the athletes.

Paseo Aquatics encourages its families to help orient new swimmers/families to meet protocol at their first swim meet. We ask that you mentor a new family at one meet during the year.

USA Swimming

USA Swimming is the national governing body for the sport of swimming in the United States. USA Swimming is a 400,000 member service organization that promotes the culture of swimming by creating opportunities for swimmers and coaches of all backgrounds and abilities to participate and advance in the sport through clubs, events and education.

Paseo Aquatics strongly urges the parent members and swimmer members to visit the USA Swimming website (www.usaswimming.org) and read through all the valuable information contained within.

Parents 10 Commandments

- I. Thou shall not impose thy ambitions on thy child.
- II. Thou shall be supportive no matter what.
- III. Thou shall not coach thy child.
- IV. Thou shall only have positive things to say at a competition.
- V. Thou shall acknowledge thy child's fears.
- VI. Thou shall not criticize the officials.
- VII. Thou shall honor thy child's coach.
- VIII. Thou shall be loyal and supportive of thy team.
- IX. Thy child shall have goals besides winning.
- X. Thou shall not expect thy child to become an Olympian.

USA Swimming Program Best Practice Guidelines

The following best practice guidelines are strongly recommended for all USA Swimming members:

1. Parents should be encouraged to appropriately support their children's swimming experience.
2. All swimming practices should be open to observation by parents.
3. Two-deep Leadership: One coach member and at least one other adult who is not in the water should be present at all practices and other sanctioned club activities whenever at least one athlete is present. Clubs and coaches should evaluate their seasonal plans and map out how to best accomplish this strongly recommended guideline.
4. Open, Observable and Interruptable Environment: An open and observable environment should be maintained for all interactions between adults and athletes. Private, or one-on-one situations should be avoided unless they are open and observable. Common sense should be used to move a meeting to an open and observable location if the meeting inadvertently begins in private. MAAPP rules apply in full

5. Coaches should not invite or have an athlete(s) to their home without the permission of the athlete's parents/legal guardian and not without another Adult Participant on site. MAAPP rules apply in full
6. During team travel, when doing room checks, attending team meetings and/or other activities, two-deep leadership and open and observable environments should be maintained. MAAPP rules apply in full force
7. Athletes should not ride in a coach's vehicle without another adult present that is the same gender as the athlete, unless prior parental permission is obtained. MAAPP rules apply in full
8. During overnight team travel, if athletes are paired with other athletes they shall be of the same gender and should be a similar age. Where athletes are age 13 & over, chaperones and/or team managers would ideally stay in nearby rooms. When athletes are age 12 & under, chaperones and/or team managers may stay with athletes. Where chaperones/team managers are staying in a room with athletes, they should be the same gender as the athlete and written consent should be given by athlete's parents/legal guardian. All Chaperones must be Adult Participants and all MAAPP rules are in force fully.
9. When only one athlete and one coach travel to a competition, at the competition the coach and athlete should attempt to establish a "buddy" club to associate with during the competition and when away from the venue. MAAPP rules apply in force.
10. Communications between non-athlete adult members and athletes should not include any topic or language that is sexual or inappropriate in nature.
11. Non-athlete adult members should respect the privacy of athletes in situations such as changing of clothes, showering, etc. Non-athlete adult members should protect their own privacy in similar situations.
12. Relationships of a peer-to-peer nature with any athletes should be avoided. For example, coaches should avoid sharing their own personal problems with athletes.
13. Coaches and other non-athlete adult members should avoid horseplay and roughhousing with athletes.
14. When a coach touches an athlete as part of instruction, the coach should do so in direct view of others and inform the athlete of what he/she is doing prior to the initial contact. Explain to the athlete why they are being shown this movement in detail. Touching athletes should be minimized.
15. Appropriate interaction would include high fives, fist bumps, side-to-side hugs and handshakes.

16. Coaches should not initiate contact with, or accept supervisory responsibility for athletes outside club programs and activities.
17. Coaches should not engage in sexual intimacies with a former athlete for at least two years after the cessation or termination of professional services.

Because sexual intimacies with a former athlete are frequently harmful to the athlete, and because such intimacies undermine public confidence in the coaching profession and thereby deter the public's use of needed services, coaches should not engage in sexual intimacies with former athletes even after a two-year interval except in the most unusual circumstances. The coach who engages in such activity after the two years following cessation or termination of the coach-athlete relationship bears the burden of demonstrating that there has been no exploitation, in light of all relevant factors, including:

- The amount of time that has passed since the coach-athlete relationship terminated;
- The circumstances of termination;
- The athlete's personal history;
- The athlete's current mental status;
- The likelihood of adverse impact on the athlete and others; and
- Any statements or actions made by the coach during the course of the athlete coach relationship suggesting or inviting the possibility of a post-termination sexual or romantic relationship with the athlete or coach.
- Both the athlete and the coach must be 18 years of age or older.

Bullying

Bullying of any kind is unacceptable and at Paseo Aquatics it will not be tolerated. Bullying is counterproductive to team spirit and can be devastating to the victim. The Paseo Aquatics Club is committed to providing a safe, caring and friendly environment for all of our members.

If bullying does occur, all athletes and parents should know that incidents would be dealt with promptly and effectively. Anyone who knows that bullying is happening is expected to reach out to safesport@paseoaquatics.org and or Admin@paseoaquatics.org Also on the website under the MAAPP- SAFE SPORT button Parents Resource there is a reporting template for bullying

Objectives of the Paseo Aquatic Club's Bullying Policy and Action Plan:

1. To make it clear that the Club will not tolerate bullying in any form.
2. To define bullying and give all, coaches, parents and swimmers an understanding of what bullying is.
3. To make it known to all parents, swimmers and coaching staff that there is a policy

and protocol should any bullying issues that arise.

4. To make how to report bullying clear and understandable.
5. To spread the word that Paseo Aquatics Club takes bullying seriously and that all swimmers and parents can be assured that they will be supported when bullying is reported.

What Is Bullying?

The USA Swimming Code of Conduct prohibits bullying. Generally, bullying is the use of aggression, whether intentional or not, which hurts another person. Bullying results in pain and distress. The USA Swimming Code of Conduct defines bullying in 304.3.7. Bullying is the severe or repeated use by one or more USA Swimming members of oral, written, electronic or other technological expression, image, sound, data or intelligence of any nature (regardless of the method of transmission), or a physical act or gesture, or any combination thereof, directed at any other member that to a reasonably objective person has the effect of:

1. Causing physical or emotional harm to the other member or damage to the other member's property.
2. Placing the other member in reasonable fear of harm to himself/herself or of damage to his/her property.
3. Creating a hostile environment for the other member at any USA Swimming activity.
4. Infringing on the rights of the other member at any USA Swimming activity.
5. Materially and substantially disrupting the training process or the orderly operation of any USA Swimming activity (which for the purposes of this section shall include, without limitation, practices, workouts and other events of a member club or LSC).

Reporting Procedure

An athlete who feels that he or she has been bullied is asked to do one or more of the following things:

1. Talk to your parents;
2. Talk to a Paseo Aquatics Club coach, or other designated individual;
3. Write an email to a safesport@paseoaquatics.org under the MAAPP- SAFE SPORT button Parents resource there is a Reporting Template for parents to use.
4. Make a report to the USA Swimming Safe Sport staff.

There is no express time limit for initiating a complaint under this procedure, but every effort should be made to bring the complaint to the attention of the appropriate club

leadership as soon as possible to make sure that memories are fresh and behavior can be accurately recalled and the bullying behavior can be stopped as soon as possible.

How We Handle Bullying

If bullying is occurring during team-related activities, we **stop bullying on the spot** using the following steps:

1. Intervene immediately. It is ok to get another adult to help.
2. Separate the children involved.
3. Make sure everyone is safe.
4. Meet any immediate medical or mental health needs.
5. Stay calm. Reassure the children involved, including bystanders.
6. Model respectful behavior when you intervene.

If bullying is occurring at our club or it is reported to be occurring at our club, we address the bullying by **FINDING OUT WHAT HAPPENED** and **SUPPORTING THE CHILDREN INVOLVED** using the following approach:

FINDING OUT WHAT HAPPENED

1. First, we **get the facts**. In order to do this, the following guidelines may be followed:
 - a. Keep all the involved participants separate.
 - b. Get the story from several sources, both adults and children.
 - c. Listen without blaming.
 - d. Don't call the act "bullying" while you are trying to understand what happened.

It may be difficult to get the whole story, especially if multiple athletes are involved or the bullying involves social bullying or cyber bullying. All attempts will be made to collect all available information.

2. Then, we **determine if it's bullying**. There are many behaviors that look like bullying but require different approaches. It is important to determine whether the situation is bullying or something else. In order to determine if behaviors are bullying the following guidelines may be followed:
 - a. Review the USA Swimming definition of bullying;
 - b. Consider the following questions:
 - What is the history between the athletes involved?
 - Have there been past conflicts?
 - Is there a power imbalance? (A power imbalance is not limited to physical strength and is sometimes not easily recognized. If the targeted child feels like there is a power imbalance, there probably is).
 - Has this happened before? Is the child worried it will happen again?
 - c. Remember that it may not matter "who started it." Some children who are

bullied may be seen as annoying or provoking, but this does not excuse the bullying behavior.

- d. Once you have determined if the situation is bullying, support all of the children involved.

SUPPORTING THE ATHLETES INVOLVED

1. Support the athletes who are being bullied. In order to support children who are being bullied, the following guidelines are suggested:

- a. Listen and focus on the child. Learn what's been going on and show you want to help. Assure the child that bullying is not their fault.
- b. Work together to resolve the situation and protect the bullied child. The child, parents, and fellow team members and coaches may all have valuable input. It may help to:
 - Ask the child being bullied what can be done to make him or her feel safe.
 - Remember that changes to routine should be minimized. He or she is not at fault and should not be singled out. For example, consider rearranging lane assignments for everyone. If bigger moves are necessary, such as switching practice groups, the child who is bullied should not be forced to change.
- c. Maintain open communication between the Club and the parents of the athletes involved. Discuss the steps that will be taken and how bullying will be addressed going forward.
- d. Be persistent. Bullying may not end overnight. Commit to making it stop and consistently support the bullied child.

2. Address bullying behavior. Bullying behavior may be addressed using the following guidelines:

- a. Make sure the child knows what the problem behavior is. Young people who bully must learn their behavior is wrong and harms others.
- b. Show children that bullying is taken seriously. Calmly tell the child that bullying will not be tolerated. Model respectful behavior when addressing the problem.
- c. Work with the child to understand some of the reasons he or she bullied. For example:
 - Sometimes children bully to fit in or just to make fun of someone is a little different from them. In other words, there may be some insecurity involved.
 - Other times kids act out because something else—issues at home, abuse, stress—is going on in their lives. They also may have been bullied. These children may be in need of additional support.
- d. Involve the child who bullied in making amends or repairing the situation. The goal is to help them see how their actions affect others. For example, the

child can:

- Write a letter apologizing to the athlete who was bullied.
 - Do a good deed for the person who was bullied, for the Club, or for others in your community.
 - Clean up, repair, or pay for any property they damaged.
- e. Avoid strategies that don't work or have negative consequences such as zero tolerance or "three strikes, you're out."
- Suspending, or removing from the team, swimmers who bully does not reduce bullying behavior. Swimmers may be less likely to report and address bullying if suspension or getting kicked off the team is the consequence.
 - Conflict resolution and peer mediation don't work for bullying. Bullying is not a conflict between people of equal power who share equal blame. Facing those who have bullied may further upset kids who have been bullied.
- f. Follow-up. After the bullying issue is resolved, continue finding ways to help the child who bullied to understand how what they do affects other people. For example, praise acts of kindness or talk about what it means to be a good teammate.
3. **Support bystanders who witness bullying.** Children witness bullying everyday. They want to help, but don't know how. Fortunately, there are a few simple, safe ways that athletes can help stop bullying when they see it happening:
- a. Be a friend to the person being bullied.
 - b. Tell a trusted adult – your parent or coach.
 - c. Help the person being bullied get away from the situation. Create a distraction, focus the attention on something else, or offer a way for the target to get out of the situation. "Let's go, practice is about to start."
 - d. Set a good example by not bullying others.
 - e. Don't give the bully an audience. Bullies are encouraged by the attention they get from bystanders. If you do nothing else, just walk away.

Electronic Communication Policy

We recognize the prevalence of electronic communication and social media in today's world. Many of our swimmers use these means as their primary method of communication. While Paseo Aquatics acknowledges the value of these methods of communication, the Club also realizes that there are associated risks that must be considered when adult Participants use these methods to communicate with minors. Coaches must include another Adult Participant in all group text exchanges with athletes. Coaches are to not follow, friend or be a part of athlete's social media accounts. Current MAAPP2.0 rules apply in full force.

General

All communications between a coach or other adult and an athlete must be professional in nature and for the purpose of communicating information about team activities. The content and intent of all electronic communications must adhere to the USA Swimming Code of Conduct regarding Athlete Protection MAAPP2.0. For example, as with any communication with an athlete, electronic communication should not contain or relate to any of the following:

- Drug or alcohol use
- Sexually oriented conversation, sexually explicit language, or sexual activity
- The adult's personal life, social activities, relationship or family issues, or personal problems
- Inappropriate or sexually explicit pictures

Note: Any communication concerning an athlete's personal life, social activities, relationship or family issues, or personal problems must be transparent, accessible and professional.

Whether one is an athlete, coach, or parent, the guiding principle to always use in communication is to ask: "Is this communication something that someone else would find appropriate or acceptable in a face-to-face meeting?" or "Is this something you would be comfortable saying out loud to the intended recipient of your communication in front of the intended recipient's parents, the coaching staff, or other athletes?"

With respect to electronic communications, a simple test that can be used in most cases is whether the electronic communication with swimmers is **T**ransparent, **A**ccessible and **P**rofessional.

- **Transparent:** All electronic communication between coaches and athletes should be transparent which means including another parent or adult coach on the tread. Your communication should not only be clear and direct, but also free of hidden meanings, innuendo and expectations.
- **Accessible:** All electronic communication between coaches and athletes should be considered a matter of record and part of the Club's records. Include another coach or parent in the communication so that there is no question regarding accessibility.
- **Professional:** All electronic communication between a coach and an athlete should be conducted professionally as a representative of the Club. This includes word choices, tone, grammar, and subject matter that model the standards and integrity of a staff member and abide by the MAAPP.

If your communication meets all three of the **T.A.P.** criteria, then it is likely your method of communication with athletes will be appropriate.

Facebook, Blogs, and Similar Sites

Coaches may have personal Facebook (or other social media site) pages, but they are not permitted to have any athlete member of the Club join their personal page as a “friend.” A coach should not accept any “friend” request from an athlete. In addition, the coach should remind the athlete that this is not permitted. Coaches and athletes are not permitted to “private message” each other through Facebook. Coaches and athletes are not permitted to “instant message” each other through Facebook chat or other IM method. Paseo Aquatics Club has an official Facebook page that athletes and their parents can “friend” for information and updates on team-related matters. Coaches are encouraged to set their pages to “private” to prevent athletes from accessing the coach’s personal information. All must abide by the MAAPP2.0 policy

Twitter, Snapchat, Instagram, and Similar Sites

Paseo Aquatics Club has an official Twitter page that coaches, athletes and parents can follow for information and updates on team-related matters. Coaches are not permitted to follow athletes on Twitter or other similar sites. Likewise, athletes are not permitted to follow coaches on Twitter or other similar sites. Coaches and athletes are not permitted to “direct message” each other through forms of social media. Snap Chat is not permitted to be used at all between coach and athlete. All must abide by the MAAPP2.0 policy

Texting

Subject to the general guidelines mentioned above, texting is allowed between coaches, another adult and athletes during the hours from 5am until 9pm. Texting only shall be used for the purpose of communicating information directly related to team activities. All must abide by the MAAPP2.0 policy. Exceptions in emergency situations

Email

Athletes and coaches may use email to communicate between the hours of 5am and 9pm. When communicating with an athlete through email, a parent or another coach must also be copied. All must abide by the MAAPP2.0 Exceptions in emergency situations.

Request To Discontinue All Electronic Communications

The parents or guardians of an athlete may request in writing that their child not be contacted by coaches through any form of electronic communication. Submit any written request to discontinue all electronic communication to safesport@paseoaquatics.org or

Parent Pick-Up

Paseo Aquatics expects parents/guardians to be concerned about their athlete's safety as much as the coaches do. Therefore, it is deemed absolutely mandatory to be at practice to pick your child up on time. Paseo Aquatic coaches cannot be kept waiting around for late parents to pick up their child.

Please respect your coach and be on time to pick up your swimmer or make necessary arrangements to have them picked up. If a coach must wait for a parent/guardian to pick up a swimmer repeatedly, Paseo Aquatics has the right to enforce a financial penalty of \$25 per 15 minutes of wait time each late pick up. This fine will be assessed to the swimmer's account.

New Parents

All families that join during the open enrollment in August of each year will be required to attend the New Parents Meeting, which is normally held the first week of September. The topics include the following;

General Topics

- Welcome
- Head Coach background
- Team Philosophy
- Introduction of Pyramid/Group
- Highlight written material
- All Forms to be signed and completed

Specific Topics

- Mission
- Basic team rules
- Communication with coaches
 - USA Swimming - states that communication with a coach during "on deck" coaching of any group levels could constitute non-compliance and breach Paseo Aquatic Club's liability coverage.
- Meet schedule and entry procedure
- Facility and safety issues
- Outfitting and equipment
- Expectations of parents
- MAAPP2.0

Communication Topics

- Two-way forms of communication as much as possible
- Monthly newsletter
- Blast emails
- Importance of having correct information on team unify
- Website information

Novice Parent Topics

- Benefits of participation at novice level (friendship, water safety, dedication, confidence)
- What your child is learning and doing in practice (fundamentals of swimming, safety, fitness)
- Basic expectations of being a swim member parent and swimmer
 - Parent- support your child, support your team, Are you a pressure parent?
 - Swimmer participation
- How to help and volunteer

Glossary of Terms

You can find a document defining common swim terminology at <https://www.teamunify.com/capast/UserFiles/File/Terminology.pdf> or on the Paseo Aquatics website under the “About Us” tab.

Private Lessons

A USA Swimming member coach can conduct a private lesson with a USA Swimming athlete member. In this situation the activity is covered by USA Swimming.

USA Swimming Safe Sport Code of Conduct and MAAPP2.0 must be followed which states that any and all activities that are one-on-one situations be two-deep with supervision. Therefore, this requires the parent, or another adult, be present during the activity.

To avoid any conflict of interest with other clubs and organizations, seek private lessons from a Paseo Aquatics coach during your membership with the team. Engaging in private lessons from a coach affiliated with another USA Sanctioned Swim Club seriously place that USA-Coach in jeopardy. USA Swimming Code of Conduct (article 304.1, 304.2 line .17)

If the coach doing the private lesson is coaching an athlete that is outside of the group they coach, the best practice is to communicate with that athlete’s coach first to make sure the same verbiage is being used and consistency is being applied as it relates to technique.

The Coach must abide by Paseo Aquatic’s Code of Conduct and be professional at all times. It is the coach’s duty to deal with tardiness, no shows, and any financial arrangements. Coaches must abide by MAAPP2.0

All of the fees paid to the coach are theirs; Paseo Aquatics does not profit from any private lesson.

Closing

The Paseo Aquatics Handbook is an ever-evolving and ever-changing tool. Our website may have more up to date information and can be easily found. We hope that you find the information useful and it becomes a tool to help continue to grow and structure our team for many years to come. Thank you for being a member of the “PATH” to Excellence – Paseo Aquatics.

Paseo Aquatics Team Release of Liability and Team Policies, Terms and Membership Agreement

This is an acknowledgement that I have received the PASEO TEAM HANDBOOK for the CURRENT swim season.

I have read, CLEARLY understand, and agree to all PASEO team policies AND terms stated in the PASEO Team Handbook.

I hereby release Paseo Aquatics, its employees, directors, volunteers, any facility used by Paseo Aquatics LLC, and Paseo Aquatics Sports 501C3, from any liability arising out of any injury to the swimmer(s) which may occur while the swimmer(s) is/are participating in the Paseo Aquatics swim program, including, but not limited to, practices, Dry land training, meets, travel trips, and other team activities, or while the swimmer(s) is/are using facilities leased or used by Paseo Aquatics.

Parent Name (print): _____

Parent Signature: _____ Date: _____

Swimmer Name (print): _____

Swimmer Signature: _____ Date: _____

****NOTE: This form must be signed and turned in to your coach or team administration as soon as possible. Swimmers who have not turned this form may not be allowed to enter in the water until paperwork has been submitted.***

Appendix A: Paseo Aquatics Team Medical Release

Name of Swimmer: _____ Date: _____

Parental Consent

This medical release form must be signed by a parent or legal guardian for EACH swimmer of Paseo Aquatics, LLC, Paseo Aquatics Sports 501(c)(3). If the swimmer is 18 years of age or older, the swimmer must also sign this form.

Medical Release

I certify that, to the best of my knowledge and belief, _____ (name of swimmer) is in good physical health and has no condition which would impair participation in the program. In case of injury, I hereby grant Paseo Aquatics, LLC; Paseo Aquatics Sports 501(c)(3); and its coaching staff permission to act on my behalf in seeking medical treatment from any licensed physician, hospital, or clinic for my child in the event that such treatment is deemed necessary. I give permission to those administering medical treatment to do so using methods deemed necessary. I absolve Paseo Aquatics, LLC; Paseo Aquatics Sports 501(c)(3); and its coaching staff from all liability while acting on my behalf in this regard.

Participant Signature (if over the age of 18)

Parent/Guardian Signature

Home Phone

Parent/Guardian Daytime Phone

If parents are not available, please call the person designated below:

Name: _____

Relationship: _____

Address: _____

Phone: _____

City/State/Zip: _____

Additional comments regarding medical history, allergies, penicillin or drug reactions, etc., which may be needed in rendering medical treatment:

Parent/Guardian Insurance Information:

Company Name: _____

Policy #: _____

Address: _____

Phone: _____

Appendix B: Paseo Aquatics Team Photo Release

Name of Swimmer: _____ Date: _____

Parental Consent

This website release form must be signed by a parent or legal guardian for EACH swimmer of Paseo Aquatics, LLC, Paseo Aquatics Sports 501(c)(3). If the swimmer is 18 years of age or older, the swimmer must also sign this form.

I, _____ (print name of adult) give permission for Paseo Aquatics, LLC; Paseo Aquatics Sports 501(c)(3); and its coaching staff to use pictures of my child, _____, (print name of swimmer) for Paseo Aquatics, LLC and Paseo Aquatics Sports 501(c)(3) official website and printed material. I understand that I will be provided with a copy of the picture(s) to be used on a website pertaining to my child. Pictures will be printed out and given to me prior to being placed on the website to ensure the safety of my child.

Participant Signature (if over the age of 18)

Parent/Guardian Signature

Home Phone

Parent/Guardian Daytime Phone

Appendix C: Swimmer Code of Conduct

Paseo Aquatic's mission is to provide the highest level of education, instruction, strength building, and conditioning to generate a positive and healthy environment for our swimmers to reach their short-term goals and achieve long-term success – both in the water and out.

Paseo Aquatics' coaching staff is committed to the highest standards and maintaining the best educational and training environment possible. Swimming for Paseo Aquatics Swim Team is a privilege earned through effort in practice, in partnership with your coach and respect for all others.

The PATH to excellence requires focus, support, determination, acceptance, strong communication and extending your BEST every day at every practice.

Every swimmer is expected to: **(Initial each code)**

- 1) Conduct him/herself with dignity and respect for others and for the property of others.____
- 2) Be on time for practice, training sessions and meets. (This means in the water by the scheduled start time of your group's session). It is expected that swimmers arrive **before** the expected practice time, put away all social media, do dynamic warm ups, have your mindset ready to work and achieve your best during practice.____
- 3) Be dedicated to swim practice and the objectives set forth by the coach. Swimmers need to focus on their own swim performance and not interfere with others in their group. This is the swimmer's time to grow and learn from their coach. Socializing, personal conflicts and other non swim-related issues will not be tolerated, as this detracts from valuable swimming and coaching time-- and interferes with the time of other individuals and groups.____
- 4) Follow the code of conduct as outlined in the Paseo Aquatics Handbook with respect to team rules.____
- 5) Conduct themselves in a dignified and respectful manner to meet hosts, pool facility operators and janitorial staff members by leaving the Paseo Aquatics team area in an organized and clean condition at the conclusion of each practice session and meet.____
- 6) Practice and teach good sportsmanship.____
- 7) Promote positive individual and team spirit and morale. ____

- 8) Support, offer congratulations, and encouragement to teammates during practice and at competition. Working together as a unit will benefit each team member and is an important part of Paseo Aquatics team spirit. ____
- 9) Follow verbal directions of the coaching staff. At no time will disrespectful attitudes by any Paseo Aquatics swimmer be tolerated. ____
- 10) Respect the rights and space requirements of other groups using the swimming facility. ____
- 11) Follow Paseo Aquatics communication policy:
 - a. Practice positive communication, active listening, with the intention to understand and come to terms with what is in your best interest and that of Paseo Aquatics Swim Team. ____
 - b. Communicate with the coaching staff either prior to the start of a coach's shift, or after the conclusion of his/her coaching day. ____
 - c. Questions regarding your swimming, program, practice or meets are to be discussed with your personal coach. If you are 12 or older, you are to discuss questions directly with your coach either before or after practice. If you have discussed a concern, problem, or issue with your personal coach and are not satisfied with the response, you may schedule a meeting with your coach and the Head Coach/Administration. If you are still not satisfied with the response, then your parent may schedule a meeting with you, your coach, and Head Coach/Administration with the intent to reach a resolution. ____
- 12) Do not participate in the following prohibited behavior:
 - A) Use or possession of any illegal substance (i.e. alcohol, drugs, tobacco). ____
 - B) Destructive behavior. ____
 - C) Inappropriate or unruly behavior, including fighting or striking another athlete. ____
 - D) Inappropriate language (swearing or derogatory comments). ____
 - E) Interference with the progress of another swimmer during practice or at any other time.
 - F) Stealing and/or vandalism. ____
 - G) Bullying or isolating another swimmer. ____

Consequences for violating the Code of Conduct are as follows:

- 1) First time violation will be a verbal warning by coach. Parents will be notified.____
- 2) Second violation will result in a one day suspension from swim practice. Parents will be notified.____
- 3) Third violation will result in a one week suspension from swim practice (without refund). Parents will be notified.____
- 4) Fourth violation will result in permanent expulsion from the Paseo Aquatics Swim Team.____

Paseo Aquatics truly cares about the success of each swimmer and the team. To this end the coaches will do everything possible to accomplish the highest level of success for both.

Bear in mind that while swimming is an individual sport, each Paseo Aquatics swimmer is a member of a team, and each Paseo Aquatics swimmer represents the standard of excellence set by that team, both in and out of the pool.

SWIMMER: I have read, understand, and agree to comply with the responsibilities stated above.

Signature _____

Printed Name _____

Date _____

Parent Signature _____

Parent's Printed Name _____

Date _____

Appendix D: Parent Code of Conduct

The parents/guardians at Paseo Aquatics Swim Team play an important role to the swimmer as a support system and example of excellence in behavior. Because of the importance the parent/guardian carries we have devoted a section to helping parents/guardians best help their swimmer achieve their highest level of excellence.

Leadership and support comes from the parent/guardian and we recognize that you have invested a great deal of time, energy and money in your swimmer's success. This document is intended to help ensure the investment in your child's (or children's) success is optimized. Your number one job as a parent/guardian is to support your child's efforts, help them to become a better man or woman by teaching them to communicate with their coaches, be respectful, hardworking-- and bring their best effort every day to practice, training sessions and meets.

To begin, parents/guardians need to show support by ensuring their swimmer's punctuality and attendance at practices and swim meets. Parents/guardians serve as role models and children frequently emulate their attitudes. Therefore, strive to be a positive role model, show good sportsmanship at all times toward all swimmers, coaches, officials, and other teams.

Parent/Guardian Code of Conduct- **Initial each code.**

Parents/Guardians of Paseo Aquatics swimmers will:

- 1) Practice teamwork with all parents, swimmers, and coaches by supporting the values of discipline, loyalty, commitment to excellence, and hard work.____
- 2) Not coach or instruct the team or any swimmer at a practice, meet (from the stands or any other area), in the car, at home, nor interfere with coaches on the pool deck. A confused swimmer breaks "flow characteristics" that are a very important process in the continuing education of the athlete.____
- 3) Follow Paseo Aquatic's policy:
 - a. Practice positive communication, active listening, with the intention to understand and come to terms with what is in the best interest of both the swimmer and Paseo Aquatics Swim Team.____
 - b. Communicate with the coaching staff either prior to the start of a coach's shift or at the conclusion of his/her coaching day.____
 - c. Questions regarding your child's swimming or growth are discussed with your swimmer's coach. If your swimmer is 12 or older, the swimmer is to

discuss questions directly with their coach either before or after practice. If the swimmer has discussed a concern, problem, or issue with their personal coach and is not satisfied with the response, the swimmer can schedule a meeting with their coach, the swimmer, and the Head Coach/Administration. If the swimmer is still not satisfied with the response, the parent may then schedule a meeting with their swimmer's coach and Head Coach/Administration with the intention to reach a solution that is best for all concerned._____

- d. Questions, concerns, or problems regarding the Paseo Aquatics Organization need to be brought directly to the Administration/Management of Paseo Aquatics. It is not appropriate, nor will it be tolerated for parents/guardians to discuss their personal opinions, concerns, issues regarding the Paseo Aquatics Organization with other parents or coaching staff, as this can lead to negative and malicious gossip and rumors. Spreading malicious gossip and rumors, as well as engaging in behavior that creates discord and threatens harmony are subject to disciplinary action (described below)._____

The first offense of a parent/guardian found participating in gossip or malicious rumors will result in that parent/guardian being warned. The second offense will result in their swimmer(s) being removed from practice for one week without refund of dues. The third offense will result in their swimmer(s) being removed from Paseo Aquatics Swim Team permanently._____

- 4) Demonstrate good sportsmanship by conducting behavior in a manner that earns the respect of their child, other swimmers, parents, officials, and the coaches at practices and at meets._____
- 5) Maintain self control at all times and know the parents/guardians role by following S.C.O.P.E:
Swimmers – Swim
Coaches – Coach
Officials – Officiate
Parents – Parent
Everyone – Enjoys._____
- 5) Be enthusiastic and enjoy involvement with the Paseo Aquatics Swim Team by supporting swimmers, coaches, and other parents with positive communication and actions. Please remember that while you are being enthusiastic about your child, do not take away from another. Every athlete goes through growth periods, learning curves, and should be made to feel their efforts are rewarded. Support means supporting them unconditionally. Remark upon their improvements, good swims/efforts, and try not to be critical. If a parent allows the process to unfold organically, the athlete will perform better than with a parent that attempts to

dictate the outcome. Applauding should be positive. The swim experience should be positive.____

- 6) Recognize that during competitions, any questions or concerns regarding decisions made by meet officials are directed to a member of our coaching staff only.____
- 7) Do not criticize, berate, use abusive language or gestures toward any coaches, officials and/or swimmers during practice and/or meets. This behavior will not be tolerated or permitted.____
- 8) Parents are directly responsible for the prompt arrival and pick-up of their swimmer(s) at all practices, sessions and meets. Parents who are repeatedly tardy in picking up their swimmer(s) from practice will be subject to a fine of \$15 for every 15 minutes they are late.____

Consequences for violation of Code of Conduct:

Should any parent/guardian conduct themselves in such a way that brings discredit or discord to Paseo Aquatics-- or USA Swimming—that parent/guardian will be subjected to disciplinary action. Paseo Aquatics maintains the right to terminate any membership with/without cause in the best interest of Paseo Aquatics’ mission, vision and objectives.____

These standards and expectations are set and stated with the swimmer’s best interest in mind.

PARENT/GUARDIAN: I have read and understand the expectations stated above. I agree to comply within the stated responsibilities.

Parent/Guardian Signature _____

Parent/Guardian Printed Name _____ Date: _____

